

Procurement (Contracting) Resource Center

- What is Procurement

"Procurement" is a method of generating business revenues by entering into contracts (for goods or services) with a government agency or large organization.

A business involved in procurement can either contract directly with a government agency (called a prime contractor) or contract with a large organization, acting as a prime contractor, on a sub-contractor basis.

- What you need to know about Certification

The Federal, State and most local governments have goals to ensure a percentage of its contracts are performed by minority-owned firms. Since the competition for these contracts is very intense having a certification as a minority-owned firm can provide a marketing advantage. The certification is the agency's proof of your minority-owned status. Each of the "How to get Started in Procurement" includes information on minority certification programs.

- **How to get Started in Procurement – Overview**

Before getting started in Procurement you will need to know the basic codes which many agencies use to identify your company. The following codes are required for many procurement programs.

North American Industry Classification System (NAICS) code, (which replaces the Standard Industry Classification—SIC code) for the different industries or business activities in which your company will operate. You can select as many as you think will be necessary.

You can find the NAICS code at the U.S. Small Business Administration on www.sba.gov or www.doc.gov, the Department of Commerce. The NAICS code manual can also be found at the Rockville Regional Library

DUN Number from the Dun & Bradstreet Company - You can obtain this number by calling 1(800) 333-0505

- **How to get Started in Procurement - Federal**

The U.S. Small Business Administration (SBA) is charged with administering the federal government's minority certification program. There are two programs; both require that the majority owner of the business be both socially and economically disadvantaged.

- The Small Business Administration's (SBA) Section 8(a) Business Development Program is designed to assist socially and economically disadvantaged business owners. Eligibility requirements are outlined in Title 13, Code of Federal Regulations, (CFR) Part 124. Please visit: www.sba.gov/library. To obtain an application, please visit: www.sba.gov/8abd.
- The SBA's Small Disadvantaged Business (SDB) Program is a procurement tool designed to assist the Federal Government in identifying firms that are capable of providing needed goods and services. SDB is also designed to assist socially and economically disadvantaged business owners. For more information about SDB or to obtain application, please visit: www.sba.gov/sdb.

Key Federal Government Procurement Resources:

- Office of Small and Disadvantaged Business Utilization (OSDBU) under the U.S. Department of Commerce is responsible for promoting the use of small businesses in prime and subcontracting opportunities in accordance with Federal laws, regulations and policies.
For more information on OSDBU and "Doing Business" with specific federal agencies visit: www.osdbu.gov for a list of major Federal OSDBU offices visit: www.osec.doc.gov/osdbu/
- FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. For more information please visit: <http://www.fedbizopps.gov/>
- PRO-Net is a search engine Internet interactive gateway of procurement information for and about small businesses. PRO-Net provides access to Federal, State, local government, private and prime contractors looking for procurements activities. For more information on PRO-Net and to register your business, visit: <http://pronet.sba.gov>.
- Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DOD) and an increasing number of Federal Agencies. Current and potential government vendors are required to register in CCR in order to be eligible for contract awards and payment. For more information on CCR please visit: www.ccr.gov
- GSA's Federal Supply Schedules, also known as Multiple Award Schedules (MAS), are contracts that allow federal customers to acquire more than 4 million services and products directly from more than 8,600 commercial suppliers. Under the schedules program, GSA enters into contracts with commercial firms to provide supplies and services at stated

prices for given periods of time. For more information on GSA Schedule please visit: www.gsa.gov

- HUBZone Empowerment Contracting Program is designed to encourage economic development through job creation by establishing preferences for award of Federal contracts to small businesses located in such areas. For more information on the HUBZone locations and the HUBZone program visit the web site: www.sba.gov/hubzone.
- The surety Bond Guaranteed (SBG) Program provides opportunities for small business contractors to pursue contracting opportunities from which they may be excluded. The SBA can guarantee bid, performance and payment bonds for contracts up to \$1.25 million. The SBA's web site for additional surety information is: www.sba.gov/osg

- Click here for a list of Federal Agencies located in Montgomery County

LIST OF FEDERAL AGENCIES IN MONTGOMERY COUNTY

Bureau of Alcohol, Tobacco, and Firearms

1401 Research Boulevard
Rockville, Maryland 20850-

Phone: (301) 762-9800
Fax: (301) 413-0649
Web: <http://www.atf.treas.gov/labs/index.htm>

Consumer Product Safety Commission

4330 East West Highway
Bethesda, Maryland 20814-4408

Phone: (301) 504-0990
Fax: (301) 504-0768
Web: <http://www.cpsc.gov/>

Defense Mapping Agency, Hydrographic Topographic Center

Department of Commerce, National Oceanic and Atmospheric Administration

4600 Sangamore Road
Bethesda, Maryland 20816-5003

Phone: (301) 227-7300
Fax: (301) 227-3696

Web: <http://es.epa.gov/program/exec/doddma.html>

1305 East West Highway,
SSMC - 3, Room 8507
Silver Spring, Maryland 20910-

Phone: (301) 713-9054
Fax: (301) 713-1145

Web: <http://www.noaa.gov>

Department of Energy

19901 Germantown Road
Germantown, Maryland 20874-1290

Phone: (301) 903-5926
Fax: (301) 903-3445

Web: <http://tis.eh.doe.gov/portal/home.htm>

Food and Drug Administration

1451 Rockville Pike
Rockville, Maryland 20857-

Phone: (301) 594-6741
Fax: (301) 827-5491

Web: <http://www.fda.gov/comments.html>

Food and Drug Administration

5600 Fishers Lane
Rockville, Maryland 20857

Phone: (301) 827-2410
Fax: (301) 443-3100

Web: <http://www.fda.gov/comments.html>

Food and Drug Administration, Center for Devices and Radiological Health

9200 Corporate Boulevard
Rockville, Maryland 20850

Phone: (301) 443-4690
Fax: (301) 594-1320

Web: <http://www.fda.gov/dcrh/>

Food and Drug Administration, Center for Drug Administration, Center for Evaluation and Research

5600 Fishers Lane HFD 001
Rockville, Maryland 20857

Phone: (301) 594-5400
Fax: (301) 594-6197

Web: <http://www.fda.gov/cder/>

Food and Drug

Veterinary Medicine

7519 Standish Place, Room 181
Rockville, Maryland 20855

Phone: (301) 827-2950
Fax: (301) 827-4401

Web: <http://www.fda.gov/cvm/>

Health Resources Services Administration, U.S. National Cancer Institute Department of Health and Human Services

Parklawn Building, 5600 Fishers Lane

31 Center Drive, MSC 2590,
Building 31 Room 11A48
Bethesda, Maryland 20892-

Rockville, Maryland 20857

Phone: (301) 443-2216

Fax: (301) 443-1246

Web: <http://www.hrsa.gov>

Phone: (301) 496-5615

Fax: (301) 402-0338

Web: <http://www.nci.nih.gov/>

National Imagery and Mapping Agency

4600 Sangamore Road

Bethesda, Maryland 20816-5003

Phone: (301) 227-7307

Fax: (301) 227-2771

Web:

National Institute for Standards and Technology

100 Bureau Drive, Stop 3640
Gaithersburg, Maryland 20899-
3460

Phone: (301) 975-6478

Fax:

Web: <http://www.nist.gov/>

National Institute of Mental Health

6001 Executive Boulevard, Room 8235

Bethesda, Maryland 20892-9669

Phone: (301) 443-3673

Fax: (301) 443-2578

Web: <http://www.nimh.nih.gov/>

National Institutes of Health

9000 Rockville Pike, Building 1,
Room 126
Bethesda, Maryland 20892-
0001

Phone: (301) 496-4000

Fax: (301) 402-2700

Web: <http://www.nih.gov/>

National Naval Medical Center

8901 Wisconsin Avenue
Bethesda, Maryland 20889-5600

Phone: (301) 295-5800
Fax: (301) 295-5336
Web: <http://www.nnmc.med.navy.mil>

**Naval Surface Warfare
Center, Carderock
Division**

9500 Mac Arthur Boulevard
West Bethesda, Maryland
20817-5700

Phone: (301) 227-1142
Fax: (301) 227-3557
Web: <http://www.dt.navy.mil>

U.S. National Library of Medicine

8600 Rockville Pike, Building 38, Room 2E17B One White Flint North,
Bethesda, Maryland 20894

Phone: (301) 496-6221
Fax: (301) 496-4450
Web: <http://www.nlm.nih.gov>

**U.S. Nuclear Regulatory
Commission**

11555 Rockville Pike
Rockville, Maryland 20852

Phone: (301) 415-1759
Fax: (301) 415-1672
Web: <http://www.nrc.gov>

Uniformed Services University

4301 Jones Bridge Road
Bethesda, Maryland 20814-4799
7500

Phone: (301) 295-9654
Fax:
Web: <http://www.usuhs.mil>

**Walter Reed Army Institute of
Research**

503 Robert Grant Avenue
Silver Spring, Maryland 20910-

Phone: (301) 319-9100
Fax: (301) 319-9227
**

**Web: <http://wrair-www.army.mil/welcome.htm#commander>

- **How to get Started in Procurement – State**

Minority, Woman and Disabled certification

- Minority Business Enterprise program certification (MBE) for minority, women and disabled persons is administered by the Maryland Department

of Transportation (MDOT). For more information please visit: www.mdot.state.md.us or www.smarttransportation.com or call 1(800) 544-6056, TTY (410) 865-1234

Key State Government Procurement Resource
eMaryland Marketplace website is the state's procurement portal. State agencies use this site to post procurement opportunities, receive bids and make purchases. Please visit: www.emarylandmarketplace.com

- **How to get Started in Procurement - Montgomery County Government**

The Montgomery County Office of Procurement oversees a purchasing process that assures impartial and equitable evaluation of bids and proposals from vendors and help county agencies to establish fair and reasonable contracts.

- Minority, Female and Disabled (MFD) Program encourages and provides opportunities for minority participation. You must be a certified MFD business to participate in the county's MFD program. In order to qualify for the County's MFD program you must have one of the following certifications: MBE or WME from the Maryland Department of Transportation, a 8(a) certification from the U.S. Small Business Administration or the minority certification from the Washington Metropolitan Area Transit. For certification with WMATA, please visit www.wmata.com.

Key County Government Procurement Resources

- RAPID is an automated user-friendly subscription system that allows companies to review access and download information relating to contracting 24 hours /7days a week. The service cost \$100 for two years. RAPID includes also other local governments and entities and links to other procurement sites.
- Bid Purchase which includes available solicitations at a nominal cost.
- Vendor registration which allows the Procurement Office to have information about your company.

For more information about Montgomery County Office of Procurement please visit, www.montgomerycountymd.gov/content/procurement/index.asp or call (240) 777-9900

- **How to get Started in Procurement - Private Sector**

A good number of quasi-government and large business organizations in the area have procurement programs or guidelines to do business with them. Select the one (s) that best fit your service or product. Check their websites, follow the process and find the procurement representative (s) to establish a direct contact and business relationship.

NEED HELP?

Mario Loiederman Procurement Center (MLPC) is a non-profit program funded by the Maryland Department of Business and Economic Development and the Montgomery County Department of Economic Development. MLPC provides counseling to the small and minority business owner interested in government contracting. For assistance please visit, www.procurementcenter.org or call (240) 314-7171

Maryland Procurement Technical Assistance Program (Maryland PTAP)
The Maryland PTAP, a program managed by the Maryland SBDC Network, can help you identify, bid and perform on government prime and subcontracts. Expert staff, consultants and volunteers have experience in all aspects of government contracting.